

**Minutes of the Regular Meeting
of the Board of Library Trustees**
August 4, 2008



TRUSTEES PRESENT: Chair Jan Lieberman, Bob Byrd, Betsy Megas, Georgina Dinh, Kathleen Watanabe

EXCUSED ABSENCE:

STAFF PRESENT: Karen Saunders, City Librarian
Hillary Brookshire, Senior Library Assistant-Administration

**MEMBERS OF
THE PUBLIC:** Maria Daane, Executive Director, Library Foundation and Friends
David Stringer-Calvert, President, Library Foundation Board of Directors

MATTERS FOR COUNCIL ACTION:

None

I. CALL TO ORDER

Chair Lieberman called the meeting to order at 7:10 p.m. Introductions were made all around for the two new board members.

II. MINUTES OF THE JUNE 2, 2008 MEETING

Chair Lieberman asked the board for comments or corrections to the minutes for the June 2, 2008 meeting. Following a brief discussion, Trustee Byrd made a motion to approve the June 2, 2008 minutes as written, with a second from Trustee Dinh. The June 2, 2008 minutes were approved as written by a unanimous vote.

III. CORRESPONDENCE

- A. The City Librarian reviewed an email from Deputy City Manager, Carol McCarthy, regarding an invitation to a 49ers training camp event.
- B. The City Librarian discussed an email received from a library patron regarding the condition of the Library's CD/DVD collection. Trustee Dinh suggested that a separate drop-off box be set up for patrons to leave damaged CD/DVD's who may otherwise not report the damage. Trustee Megas suggested that the library could provide 'damage slips' on the CD/DVD shelves for patrons to use to report damage. The City Librarian stated that the library generally depends on patrons to report something wrong with a DVD, and preventive maintenance would be a more pro-active approach. Trustee Byrd recommended the staff to respond to the patron's email, and determine an effective solution and report back to the board.

- C. The City Librarian discussed an email from CALTAC VP, Richard K. Moore, regarding CALTAC membership for library board members. Hillary Brookshire has already enrolled Trustees Megas and Watanabe as CALTAC members. CALTAC presents two workshops each year in support of library programs, and board members are encouraged to attend. Trustee Watanabe asked what 'CALTACTICS' referred to in the email, and the City Librarian stated that it was a newsletter that the new board members should soon begin receiving. She will make copies of the latest issue and provide them to the two new board members.
- D. The City Librarian stated that the meeting of the California Library Association (CLA) will be held in San Jose this year from November 14-17, 2008. Board members were asked to RSVP to the City Librarian by August 31, 2008 if they would be attending.

IV. GIFTS

Maria Daane, Executive Director of the Library Foundation, introduced David Stringer-Calvert to library board members. Mr. Stringer-Calvert is the President of the Library Foundation Board of Directors. Mr. Stringer-Calvert gave the following report on the most recent gifts received by the Foundation:

June 2008

- . \$2,500 from Wells Fargo Bank to support Brainfuse
- . \$1,000 from the Muslim Community Association – Brainfuse and Children's endowment
- . \$500 from the Lions Club in support of services for the visually impaired
- . \$4,240 in in-kind donations added to the Library collection

July 2008

- . \$10,000 from Silicon Valley Community Foundation
- . \$2,000 received from the mid-year direct mail campaign to support youth and family programming
- . \$4,815 in in-kind donations added to the Library collection (highest ever); 126 books, 110 DVD's, and 11 audio books

V. PUBLIC PRESENTATIONS

A. Library Foundation

Ms. Daane invited Board members to attend the International Party and Community Grant Event on Monday, September 22, 2008 at 5:30 p.m. and distributed postcard invitations. Ms. Daane also handed out copies of the new issue of 'Book Stacks', the Foundation's newsletter. Several board members commented on the excellent quality of the newsletter and Ms. Daane acknowledged that it was a collective all-volunteer effort of about 20 people who were responsible for content, editing, and publishing. Mr. Stringer-Calvert stated that part time staff will be hired to help in the interim during Ms. Daane's maternity leave and no interruptions are anticipated in Foundation operations.

VI. OLD BUSINESS

VII. NEW BUSINESS

A. Trustee Meeting Calendar 2009

The City Librarian reviewed the 2009 Board of Library Trustees meeting calendar. Following a brief discussion, Trustee Megas made a motion to accept the 2009 Board of Library Trustees meeting calendar as written with a second from Trustee Byrd. The motion passed with a unanimous vote.

B. Library Holiday Schedule 2009

The City Librarian reviewed the 2009 Library Holiday Schedule and stated that the library follows the City's holiday schedule with the added consideration of the Library's 7-day-a-week operation. Following a brief discussion, Trustee Dinh made a motion to accept the 2009 Library Holiday Schedule with a second from Trustee Watanabe. The motion passed with a unanimous vote.

C. AB 1234 Ethics Training

The City Librarian reviewed the City Manager's memo, included in the Board's agenda packet, regarding mandatory AB1234 ethics training and the options for receiving the training. Board members were asked to notify the City Librarian by the end of August of their choice of training option.

D. Representative to Foundation Board

Chair Lieberman introduced the topic and turned the floor over to Mr. Stringer-Calvert to give an overview of the responsibilities of the Library Board's representative to the Library Foundation Board of Directors. Mr. Stringer-Calvert stated that the Foundation Board meets monthly at noon in the Library Board Room (on the Wednesday following the Foundation Book Sale). The work of the Board is delegated to committees that also meet monthly, so the representative would also be active on a committee. The term of the representative is two (2) years. Following a brief discussion, Trustee Watanabe expressed an interest in the position. Chair Lieberman made a motion to elect Trustee Watanabe as the new Library Board representative to the Library Foundation Board of Directors, with a second from Trustee Dinh. The motion passed with a unanimous vote.

E. Recycled Tote Bags

The City Librarian stated that staff has been looking for green alternatives to the usual plastic grocery bags used for carrying books. Staff researched the subject and found a 'recycled' bag which is similar to the one sold by Whole Foods. The City Librarian brought the prototype tote bag to the meeting for Board approval. The Library will sell the bags at the Circulation desk for \$1.00 each. State Public Library Fund money will be used to purchase the bags. Trustee Dinh made a motion to approve the tote bag prototype and to sell the bags for \$1.00 each, with a second from Trustee Watanabe. The motion passed with a unanimous vote.

VIII. CITY LIBRARIAN'S REPORT

A. Library Monthly Report – May 2008 and June 2008

The City Librarian reviewed the statistics in the June 2008 Monthly Report since it was the fiscal year-end report. Trustee Watanabe asked about the Mission Library's figures and a brief discussion followed regarding the Mission Library's programs, collection, and location.

Trustee Megas asked the total number of items in the collection, and the City Librarian stated that there were approximately 420,000 items, including 14,600 DVD's and 360,000 books.

B. Activities

The City Librarian reported that the Read Santa Clara learners and tutors have asked to sponsor a service program called "Change for Change", collecting loose change in a large 'traveling yak' piggy bank with a goal to collect \$4,000. The funds will benefit an effort to build a library for children in Nepal.

The City Librarian stated that the Summer Reading Program is coming to an end and Youth Services staff is starting to give out awards. A PowerPoint presentation of the Summer Reading Program will be made by Youth Services staff at the October 2008 Board meeting. The City Librarian distributed flyers for two other upcoming Library programs:

- . Ron Hansen, Author of *Exiles*, Wednesday, September 24, 2008, 7:00 p.m. in the Cedar Room
- . Switch to DTV – Are You Ready?, Wednesday, October 29, 2008, 7:00 p.m. in the Cedar Room

IX. MATTERS OF TRUSTEE INTEREST

Trustee Byrd asked for an update on the library's pigeon problem. The City Librarian stated that the deterrents had been ordered and a contractor is being hired for the installation.

The City Librarian stated that trustees may contact her regarding agenda items they would like to have placed on the agenda for the October 2008 meeting.

X. REPORTS OF TRUSTEE CONFERENCE AND TRAVEL

XI. ADJOURNMENT

There being no further business, Chair Lieberman stated that there would be no September meeting and asked for a motion to adjourn the meeting to October 6, 2008. Trustee Byrd made the motion to adjourn to October 6, 2008, with a second by Trustee Dinh. The motion passed unanimously.

Respectfully submitted,

Bob Byrd
Secretary to the Library Board of Trustees